Trial Evacuations Procedure
Buildings B, C, F and Straun House
1. Inform Security
Inform Security of the trial evacuation on the number 9902 7777.
Make sure you provide your name and building number.

2. Get in character
Put on your Building Warden vest. Open the EWIS panel with your key.

3. Alert building occupants
Press the Zone 1 Alert button. You will hear the *beep*, *beep* alarm. Let it run for 15 seconds.

4. Announce the drill
Then press the Zone 1 PA button. Make the following announcement:

"Your attention please, an evacuation drill is about to commence. Be prepared to evacuate this building on the evacuate alarm"

Press the Zone 1 Alert button to resume the alarm.

5. Evacuate building
After the alert alarm has run for a total of 90 seconds, press the All Evacuate button. You will hear the *whoop*, *whoop* alarm. Wait 15 seconds.
Press the Zone 1 PA and make the announcement:

"Please evacuate the building"

Press the Zone 1 Evac button to resume the alarm.

6. Floors cleared
When the Floor Wardens have cleared their area they will report to you.

7. Building cleared
Once the building has been evacuated, press the Zone 1 PA and make the following announcement:

"The Building is cleared. Thank you for your assistance. You may now return to the building."

8. Return system to auto
Press the Zone 1 auto button.

9. Records
Record the evacuation on the Record of Building Evacuation form.
Full EWIS panel
Instructions shown below are to operate the bottom part of the panel.

4. Announce drill
5. Announce evacuation
7. Announce all clear

3. Alert building occupants

5. Evacuate building

4. Announce drill
5. Announce evacuation
7. Announce all clear

8. Return system to Auto